

## 2007

# Outstanding State Employee Award Criteria

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Nominations can be for any one or more of the following criteria:

1. **Extraordinary Competence in Work Performance**
  - i. **Quality Work:** (Must be different or above regular performance expectations.) Describe what the nominee does that is extraordinary in performing job functions. Why is it so different or unique?
  - ii. **Work Ethics:** How does the nominee complete job tasks and sets a good example?
  - iii. **Special Achievements:** This should only include accomplishments above and beyond ordinary job duties or job description. Attach copies of letters of recognition from the public or other employees; attach copies of newspaper articles; etc.
2. **Creativity in Identifying Problems and Devising Workable, Cost-Effective Solutions**
  - i. **Give examples** of how the nominee is innovative, original, and/or resourceful.
  - ii. **Describe the problem**, how it was solved. Be specific, exactly what was the method the nominee used to solve the problem? Why was it so unique? What did the nominee do out of the ordinary that was creative?
3. **Excellent Relationships with the Public and Other Employees**
  - i. **Give examples** of why the nominee is exemplary, admirable, noteworthy, and commendable.
  - ii. **How does** the nominee work with employees or customers?
  - iii. **What is** the nominee's attitude at work?
4. **Commitment to Serving the Public as the Client**
  - i. **How is** the nominee committed to serving the public?
5. **Commitment to Economy and Efficiency in State Government**
  - i. **Give examples and dollar amounts** of workable, cost-effective solutions devised by the nominee. Be specific; describe the action and how it saves money. Did it streamline work or save money?

- Direct nominations to Sharon Foard, Department of Human Resource Management. Nominations may be sent in one of the following ways: mailed to DHRM, State Office Building, Room 2120, P.O. Box 141531, Salt Lake City, Utah 84114-1531, faxed to 801-538-3081, through Building Mail, e-mailed to [sfoard@utah.gov](mailto:sfoard@utah.gov) or through the state GroupWise Mail.
- All nominations must be date stamped by DHRM no later than 5:00 p.m., March 31, 2007.
- For more information, contact Jamie Nagle at 538-3377.